

Memphis Academy of Nutrition and Dietetics



an affiliate of the

Academy of Nutrition and Dietetics

President (revised 4/2015)

- I. **Description of position:** The President will preside at meetings of the MAND executive board and membership meetings, and will appoint chairs to MAND committees. The President will also serve as a voting member of the TAND Board of Directors during the term of office.
Purpose of position: to direct and supervise the functions and activities of the organization
How assigned: elected by the MAND membership

- II. **Term of Office:** June 1-May 31

- III. **Primary Responsibilities:**
 - A. To be Chief Executive Officer of MAND and Chairman of the Executive Board.
 - B. Appoint Chairman of any committees established by the Executive Board.
 - C. See that all lawful orders and resolutions of the Executive Board are carried out.
 - D. See that all recommendations submitted to the Executive Board are duly considered.
 - E. Be a member ex officio, without vote, of standing and special committees.
 - F. Be a member of the Finance Committee
 - G. Have the general powers of supervision and active management usually vested in the office of the President.
 - H. Serve as a voting member of the TOA BOD. Attend TOA BOD meetings as the official district representative.
 - I. Provide the names, business addresses, home addresses, ADA membership numbers, work and home phone numbers, fax numbers and email addresses of all district board members who will serve during their term of office to the TAND President and Executive Director. The TAND President forwards information to ADA headquarters.
 - J. At end of term of office, update all MAND Board job descriptions, updating computer disk and update other pertinent information to

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pass to President-elect for the transition board meeting.

- IV. Budget: President's travel to the TOA Board of Directors meetings and registration at TOA meetings held in conjunction with BOD meetings will be reimbursed according to the current financial policies and procedures adopted by the MAND Board. Other monies in the President's budget may be utilized by the President to help with expenses to PPW or other meetings as appropriate to help support the work of the MAND organization.
- V. Other board members with whom the position works closely: All
- VI. Number of committee members required to accomplish tasks: committee chairs and assistants, and the MAND Executive Board.
- VII. Time line:

MAND President's Timeline

JUNE

- Attend Switch Over Meeting on 1st Tuesday of the month
- Organize all the MAND meeting locations for the rest of the year and send them to Secretary Board member
- Assist President Elect w/ preparing for Annual Fall Breakfast
- Make sure MAND scholarships are announced and advertised well! Applications will be accepted till September 1st.
- Get familiar w/ TAND paperwork:
 - <http://www.eatright-tn.org/leadership-tool-box-2013-2014>
(including Bylaws, Pillar report, Pillar report due dates)

JULY

- Assist President Elect w/ preparing for Annual Fall Breakfast
- Determine how you want to educate the Board on the TAND Pillar system (pillar reports)
- Make sure MAND scholarships are announced and advertised well! Applications will be accepted till September 1st.

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- Meet w/ Marketing and Media Board Member and review goals for social media, blogging, general health themed months (see below, Health Events 2014-2015)
- Email each Board member individual and ask them if they have any questions about their position
- Determine what you main goals will be for the organization as a whole

AUGUST

- Attend Board meeting on 1st Tuesday of the month
- Make sure MAND scholarships are announced and advertised well!
Applications will be accepted till September 1st.
- Upload your Welcome message on the MAND Website and contact Web Managers to update Board page
- Assist President Elect w/ preparing for Annual Fall Breakfast
- 1ST pillar report due to TAND on : _____

SEPTEMBER

- Attend Board meeting on 1st Tuesday of the month
- Plan to attended the Annual Fall Breakfast
- Meet w/ Treasurer and review proposed budget aim to have passed by next Board meeting
 - Send to all Board members to review to hear options/concerns
 - Have Board voting members only vote on whether to pass it
 - Also review other Treasurer deadlines that must be maintained for MAND

OCTOBER

- Attend Board meeting on 1st Tuesday of the month
- Organize with Media and Marketing Board members activities for Child Week (look at TAND website)

NOVEMBER

- Attend Board meeting on 1st Tuesday of the month
- 2nd pillar report due to TAND on : _____

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DECEMBER

- Renew the contract with the location you are having your meetings at (for example Junior League)

JANUARY

- Attend Board meeting on 1st Tuesday of the month
- Meet with Media and Marketing Board members to brainstorm NNM and develop plan of action

FEBRUARY

- Attend Board meeting on 1st Tuesday of the month
- Finalize w/ Media and Marketing Board members NNM activities and reach out for other Board members support
- 3rd pillar report due to TAND on : _____

MARCH

- Attend Board meeting on 1st Tuesday of the month
- Plan to attend TAND's Annual Meeting + TAND's Hill day + TAND's Spring Board Meeting (dates TBA)
 - Have written report of what MAND has accomplished this year

APRIL

- Attend Board meeting on 1st Tuesday of the month
- Get ready Board member Thank You cards and gift of appreciation
- Remind members to re-new AND membership
- Send out invitations to selected MAND Board members to attend the TN Leadership Institute for May (MAY dates TBA)
 - Past Presidents
 - Presidents
 - President Elects
 - Treasurers
 - CPIs
 - Policy Coordinators
- Make sure every Board position has been filled by the end of this month

MAY

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- Attend Board meeting on 1st Tuesday of the month
- Attend MAND's End of the Year Party
- Plan to attend TN Leadership Institute (dates TBA)
- 4th pillar report due to TAND on : _____

VIII. Contact CDR to report any death of members in order that they may be removed from ADA rosters

IX. Send get-well cards or sympathy cards from MAND to Board members and others that have been reported as sick or having lost a close family member.

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